

Book Processing & Cataloging Specifications



EXPERIENCE

 **FOLLETT
LIBRARY
RESOURCES**
A Follett Corporation Company

Contact Name _____	<input type="checkbox"/> I am a new Follett Library Resources customer
Title _____	Date _____
Phone _____	Purchase Order Number _____
Home Phone (optional) _____	Funding Source _____
Fax Number _____	Do Not Exceed \$ _____
email (school) _____	Need-By Date (if applicable) _____
email (home-optional) _____	This order is for:
	<input type="checkbox"/> Library/Media Center Use <input type="checkbox"/> Classroom Use

What school is this order for? _____	
Bill To:	Ship To: (if different from "Bill To")
ATTN: _____	ATTN: _____
School/District _____	School/District _____
Address _____	Address _____
City/State/Zip _____	City/State/Zip _____
Additional Information For International Orders:	Additional Information For International Orders:
Province/Country _____	Province/Country _____
Postal Code _____	Postal Code _____

Book Processing & Cataloging Information (Please choose 1, 2, or 3.)

1. ☐ No processing & cataloging needed.
2. ☐ Use processing & cataloging options on file at Follett Library Resources
(Complete A-E as appropriate & send in your order).
 - A. ☐ Use next bar code number on file.
 - B. ☐ My starting bar code number for this order is _____.
 - C. ☐ I do not require bar codes.
 - D. ☐ I want Accelerated Reader® processing on all Accelerated Reader books. (See page 4 for details.)
 - E. ☐ I want Reading Counts™ processing on all Reading Counts books. (See page 4 for details.)
3. ☐ Use processing & cataloging options indicated on pages 3-7 of this order form.
 - ☐ These are permanent changes to my book processing & cataloging specifications.
 - ☐ These are one-time changes to my book processing & cataloging specifications.

Set up, review, change your processing & cataloging specifications at www.titlewave.com!

Credit/Procurement Cards

☐ Visa ☐ Mastercard ☐ Discover ☐ American Express

Please do not disclose your credit card number. We will contact you by telephone for this information.

Contact name _____ Phone _____

Invoice Information

Sequence (check one): ☐ Title ☐ Author ☐ Same sequence as my order list

Special Instructions/Information:

Follett Library Resources

1340 Ridgeview Drive McHenry, IL 60050-7048 • Phone 888.511.5114 • Fax 800.852.5458

Standard Book Processing Packages

1. ☐ **Book Automation Processing (all materials attached)****.69¢ per book**
(Electronic catalog record, bar code label with protector, spine label*, and mylar choice)
☐ Free mylar on books with dust jackets ☐ No mylar
2. ☐ **Book Automation Processing Plus Cards (all materials attached)****.99¢ per book**
(Catalog card set, electronic catalog record, bar code label with protector, spine label*, and mylar choice)
☐ Free mylar on books with dust jackets ☐ No mylar
3. ☐ **Book Nonautomated Processing (all materials attached)****\$1.09 per book**
(Catalog card set, pocket, borrower's card, spine label*, and mylar choice)
☐ Free mylar on books with dust jackets ☐ No mylar
4. ☐ **Book Do-It-Yourself Kits (materials not attached)****.89¢ per book**
(Catalog card set, self-adhesive pocket, borrower's card, and spine label*)

* Please Note: If books do not have mylar, spine label will have protector.

Standard Individual Items

5. ☐ **Electronic catalog record****.11¢ per book**
6. ☐ **Bar code label with protector****.11¢ per book**
☐ Attached* ☐ Not attached
7. ☐ **Spine label (with protector if no mylar)****.11¢ per book**
☐ Attached* ☐ Not attached
8. ☐ **Lexile label (with protector if no mylar)****.11¢ per book**
(Includes Lexile Measure in MARC Record)
☐ Attached* ☐ Not attached
9. ☐ **Shelflist card****.11¢ per book**
(Note: Shelflist card is included in options 2, 3, 4, 15, and 18.)
10. ☐ **Date due slip****.11¢ per book**
☐ Attached* ☐ Not attached
11. ☐ **Borrower's card****.11¢ per book**
12. ☐ **Pocket (self-adhesive)****.34¢ per book**
☐ Attached* ☐ Not attached
13. ☐ **Mylar on books with dust jackets (only available attached)****.59¢ per book**
14. ☐ **Theft detection (only available attached)*****.59¢ per book**
15. ☐ **Catalog card set****.79¢ per book**
16. ☐ **KAPCO Easy Covers on paperbacks (only available attached)****\$2.49 per book**

* Please Note: If you choose "Attached" on any one or more of 6, 7, 8, 10, or 12 or if you choose 14 you will be charged an additional 49¢ per book for processing handling. This charge is waived if you also choose any one of processing packages 1, 2, 3, 17, or 18.

- ☐ **Fountas & Pinnell Guided Reading Level Labels**
- ☐ Unattached**.11¢ per book**
- ☐ Attached**.59¢ per book**



Always Free Shipping

Visit www.titlewave.com today!

Reading Program Processing Packages*(Only applies to books with Accelerated Reader or Reading Counts information.)***17. ☐ Reading Program Automation Processing (all materials attached)79¢ per book****Choose Reading Program:** ☐ Accelerated Reader ☐ Reading Counts

[Electronic catalog record including reading program tag, your choice of the small book information label or the large book information label, bar code label with protector (attached), spine label* (attached), and mylar choice (attached)]

- ☐ Small book info label OR ☐ Large book info label
 ___attached (above spine label) OR ___unattached ___attached (front flyleaf) OR ___unattached
☐ Free mylar on books with dust jackets ☐ No mylar

18. ☐ Reading Program Automation Processing Plus Cards (all materials attached) . . . \$1.09 per book**Choose Reading Program:** ☐ Accelerated Reader ☐ Reading Counts

[Catalog card set, electronic catalog record including reading program tag; your choice of the small book information label or the large book information label, bar code label with protector (attached), spine label* (attached), and mylar choice (attached)]

- ☐ Small book info label OR ☐ Large book info label
 ___attached (above spine label) OR ___unattached ___attached (front flyleaf) OR ___unattached
☐ Free mylar on books with dust jackets ☐ No mylar

** Please Note: If books do not have mylar, spine label will have protector.***Small Label***Includes reading level & point value.
Reading Counts automatically
includes Lexile measure, if available.**Large Label***Includes title, author, reading level, point value, reading program name.
Accelerated Reader includes interest level and quiz number.
Reading Counts automatically includes Lexile measure, if available.
☐ Include Lexile measure on my Reading Program labels.

AR RL 5.9 PTS 19.0	RC RL 4.8 PTS 26.0 800L
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The Amulet of Samarkand
Author: Stroud, Jonathan.
Reading Level: 5.9 MG
Point Value: 19.0
ACCELERATED READER QUIZ# 73958

The Amulet of Samarkand
Author: Stroud, Jonathan.
Reading Level: 4.8
Point Value: 26.0
Lexile Value: 800L
Reading Counts

Individual Items for Reading Program Cataloging & Processing**19. ☐ 526 tag in catalog recordNo Charge****Choose Reading Program** ☐ Accelerated Reader ☐ Reading Counts

Includes reading program name, interest level (AR only), reading level, point value, quiz number (AR only), and holding code (if any).

20. ☐ Book information label (small or large)11¢ per book**Choose Reading Program** ☐ Accelerated Reader ☐ Reading Counts

Small label includes reading level and point value.

Large label includes title, author, reading level, interest level (AR only), point value, reading program name, and quiz number (AR only).

- ☐ Small book info label OR ☐ Large book info label
 ___attached (above spine label)* OR ___Not attached ___attached (front flyleaf)* OR ___Not attached

21. ☐ Blue Accelerated Reader identification sticker11¢ per bookProvides easy visual identification of Accelerated Reader titles on library shelves.
(Sample not to size.)

- ☐ Attached (above spine label)* ☐ Not attached

** Please Note: If you choose "Attached" on 20 and/or 21 you will be charged an additional 49¢ per book for processing handling. This charge is waived if you also choose any one of processing packages 1, 2, 3, 17, or 18.*

Follett Library Resources

Book Cataloging Specifications

- ☐ Use my cataloging options on file at Follett Library Resources.
- ☐ Use cataloging options checked below. The default specification (✧) under each classification is used unless another specification is checked.
 - ☐ These are permanent changes to my book cataloging specifications.
 - ☐ These are one-time changes to my book cataloging specifications.

1. Subject Headings

- ✧ ☐ Library of Congress
- ☐ Sears (1)

2. Fiction

- ✧ ☐ F with first three letters of author's surname
- ☐ FIC with first three letters of author's surname (1)
- ☐ First three letters of author's surname (2)
- ☐ F with first two letters of author's surname (5)
- ☐ F with first letter of author's surname (8)

3. Nonfiction

- ✧ ☐ Classification number with first letter of author's surname
- ☐ Classification number with first three letters of author's surname (1)
- ☐ Classification number with first two letters of author's surname (2)
- ☐ Classification number only (4)
- ☐ Classification number with author's surname (5)

4. Individual Biography

- ✧ ☐ 92 with first three letters of biographee's surname
- ☐ B with first three letters of biographee's surname (1)
- ☐ 921 with first three letters of biographee's surname (2)
- ☐ B with biographee's surname (A)
- ☐ 921 with biographee's surname (E)

5. Collective Biography

- ✧ ☐ 920 with first letter of author's surname
- ☐ 920 with first three letters of author's surname (1)
- ☐ 920 with first two letters of author's surname (2)
- ☐ BC with first three letters of author's surname (3)
- ☐ 920 with author's surname (5)

6. Easy Fiction

- ✧ ☐ E with first letter of author's surname
- ☐ E with first three letters of author's surname (2)
- ☐ First three letters of author's surname (4)
- ☐ E with first two letters of author's surname (5)
- ☐ Follow fiction options (8)

We offer a number of additional cataloging options. Please call for details.

7. Special Classification Options

- ✧ ☐ No special classification option
- ☐ J above classification number for all K-8 books (2)
- ☐ J above classification number for all K-3 books except Easy Fiction (3)
- ☐ J above classification number for all K-8 books except Easy Fiction (4)
- ☐ E above classification number for all Easy Nonfiction (5)

8. Short Story Collections

- ✧ ☐ 808.8 with first three letters of author's surname
- ☐ SC with first letter of author's surname (1)
- ☐ SC with first three letters of author's surname (2)
- ☐ SC with first two letters of author's surname (4)
- ☐ Follow fiction options (6)

9. Foreign Language Options

- ✧ ☐ Classification number assigned by subject
- ☐ Language code with first three letters of author's surname (3)
- ☐ Language classification number with first letter of author's surname (6)
- ☐ Language classification number with first three letters of author's surname (8)
- ☐ Language code with classification number assigned by subject (9)

10. Reference

- ✧ ☐ Classification number assigned by subject
- ☐ R above assigned classification number (1)
- ☐ REF above assigned classification number (2)
- ☐ REF above assigned classification number with first three letters of author's surname (4)
- ☐ R above assigned classification number with first three letters of author's surname (9)

11. Professional

- ✧ ☐ No special marking
- ☐ P above classification number of professional books (P)
- ☐ PRO above classification number of professional books (Q)
- ☐ PRF above classification number of professional books (R)
- ☐ PROF above classification number of professional books (Z)

Sample Classroom Label

The diagram shows a library label with the following fields and their corresponding information:

- Institution Name:** Washington Elementary School
- City, State, Zip:** McHenry, IL 60050
- Department or Classroom:** 2nd Grade English
- Optional Bar Code:** (bar code readable)
- Book Title:** Where the Wild Things Are
- Author's Name:** Maurice Sendak
- Optional Information Lines:**
 - RL: 4.4 IL: K-3
 - AR RL: 3.4 MG Pts: 0.5 Quiz#5499
 - F & P: J

Classroom Label Options

- ☐ **Unattached** 18¢ per book
- ☐ **Attached** (front flyleaf) 58¢ per book

Standard Information (other than Book Title & Author's Name)

- ☐ Use Information on File
- ☐ Use New Information Below

Limit of three lines, 30 characters/spaces per line. **Use uppercase, lowercase, or both.**

A. Institution Name

[illegible]

B. City, State, Zip

[illegible]

C. Department or Classroom

[illegible]

Optional Information

- A. ☐ **Bar Code** (includes electronic catalog record)
- ☐ Library Circulation System bar code – Use **Bar Code Information** on page 5.
 - ☐ Destiny Textbook Manager
 - ☐ Use the next bar code number in my file at Follett Library Resources
 - ☐ Use this bar code number: _____
 - ☐ I have set aside the following bar code range for my classroom orders:
_____ to _____

You may choose a maximum of 3 of the following items to include on your labels. *(Please number your choices by 1, 2, and 3 to indicate the order they should appear on your labels.)*

- B. **FLR Reading Level & Interest Level** (RL: 4.4 IL: K-3)
- C. **Accelerated Reader® Reading Level, Interest Level, Point Value & Quiz Number**
(AR RL: 3.4 MG Pts: 0.5 Quiz#5499)
- D. **Reading Counts™ Reading Level & Point Value, Lexile Measure** (Reading Counts RL: 5.3 Pts: 8.0 800L)
- E. **Lexile Measure** (800L)
- F. **Purchase Order Number & Date of Purchase** (PO#: 12345 06/03/08)
- G. **Fountas & Pinnell Guided Reading Level** (F & P: J)
- H. **Funding Source** Limit of 30 characters/spaces. **Use uppercase, lowercase, or both.**

[illegible]

- I. ____ Book Number Line** (a blank line for you to use as needed) (Book# _____)